

United States Mission Abuja

Vacancy Announcement

No. 2008-054A	Date: OCTOBER 3, 2008	Ref:
Subject:	SECRETARY	
Location:	ABUJA – DEFENSE ATTACHE OFFICE (DAO)	
Applicability:	ALL MISSION AMERICAN PERSONNEL	

OPEN TO: US Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) – All Agencies

POSITION TITLE: Secretary, GS-07*

OPENING DATE: October 28, 2008

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not Ordinarily Resident: US\$32,864.00 p.a. (Starting salary)
(Position Grade: GS-07 to be confirmed by Washington)

NOTE: ONLY U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED , BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.

The **U.S. Embassy in Abuja** is seeking to employ a suitable and qualified candidate for the position of Secretary in the Defense Attaché Office (DAO).

BASIC FUNCTION OF THE POSITION:

Position formats, drafts and edits correspondence, official message, letters and memoranda utilizing automated office equipment and Microsoft Office Suite. Prepares official correspondence to US military and host nation elements. Prepares overflight and landing clearances. Maintain filing system of hard and soft copy correspondence IAW DIA Records Management System.

Makes all arrangements for official foreign and domestic travel for Defense Attaché, attaches and support staff. Assists in making arrangements for DOD and VIP personnel visits.

Maintains daily schedules, calendar of events and suspenses, including coordinating drivers' schedules. Prepares invitations and attendance accountability for representational functions.

Answers phone calls and orders/maintains supply levels. Position also performs other duties as assigned.

To obtain a copy of this announcement and the position description, please visit our Mission websites at:

<http://abuja.state.gov/departments/Human%20resource.Management.htm/HR.htm>.

http://nigeria.usembassy.gov/job_opportunities.html

POSITION REQUIREMENTS:

NOTE: All applicants **MUST** address each selection criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

1. A High school diploma is required.
2. 12-24 months administrative work experience is required.
3. Level 4 (Working Knowledge) Speaking /Reading/Writing English Language is required.
4. Good knowledge of general office functions is required. Must be proficient in word processing, excel spreadsheets, PowerPoint, and database.
5. Must be able to perform assigned tasks independently with general guidance from Supervisor. Must be able to organize, prioritize and work under pressure.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Candidate must be able to obtain and hold a security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (SF-171 or OF-612); or
a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. Please indicate position title and vacancy announcement number on the top right corner of the envelope and also on the subject line of the application letter.

SUBMIT APPLICATION TO:

Embassy of the United States of America
Human Resources Office
Plot 1075 Diplomatic Drive
Central District Area
Abuja

POINT OF CONTACT:
Tel: 09-461-4000 Ext 150

Fax: 09-461-4036

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: (UNTIL FILLED)

The US Mission in (insert post) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

An Equal Opportunity Employer

Approved:D/HRO:SNtshakala
Drafted:HR:IANene
Cleared:DAO:DHammer
Cleared:FMO:KDoyle